

Section E: Fees and Applications

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FEES: Brookline Planning Board Fees (Updated 10.19.2023)

Subdivisions*				
Type of application	Application Fee	Per Lot Fee	Public Notice (RSA 676:4 l(d))	Abutter notification (Postage cost for Return Receipt and Certified Mail)
Subdivision - major	\$300	\$750 (flat fee up to 10 lots) Over 10 lots: \$750 plus \$100 per lot over 10	Cost	Postage cost plus \$2 each
Subdivision – minor	\$300	\$250 flat fee up to 3 lots	Cost	
Voluntary merger (Caveat lot consolidation)	\$50			None
Lot Line Adjustment (no new lots)	\$300		Cost	Postage cost plus \$2 each
Discretionary Easement	\$30			
Parcel Boundary (not applicable if digital file is provided)	\$10			

Excavations			
Type of application	Application Fees	Public Notice (RSA 676:4 l(d))	Abutter notification
Excavation	\$300	Cost	Postage cost plus \$2 each
Inspections	Cost	None	none

Misc Applications			
Type of application	Application fee	Public Notice (RSA 676:4 l(d))	Abutter notification
Sign Permits	At the discretion of the Selectboard	Cost	
Driveway Permits	\$35		

Scenic Road Tree Removal Permit	\$50	Cost of two public notices	
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Site Plans*				
Type of Site Plan Review Application	Application Fee	Per lot fee for Residential Site Plans	Public Notice [In accordance with RSA 676:4,I (d)]	Abutter Notification [In accordance with RSA 676:4, I (b) AND must include three (3) labels per abutter]
Determination of Change of Use	\$50			
Design Review – non-residential	\$300		Cost	Postage cost plus \$2 each
Final Review – non-residential	\$300		Cost	Postage cost plus \$2 each
Design Review – residential	\$300	\$100/dwelling	Cost	Postage cost plus \$2 each
Final Review – residential	\$300	\$100/dwelling	Cost	Postage cost plus \$2 each
Home Business	\$100		Cost	Postage cost plus \$2 each

* Applications may require additional review from engineers, or other consultants. Applicants will be billed separately based on time spent for review and inspections.

Nashua Regional Planning Commission

Town Planner

Town Counsel Review

Site Inspections

Town Engineer

Road Inspector

Other Consulting

Off-Site Improvement Agreement, plat or legal document Recording

To be billed separately, based on time spent for reviews and inspections

(Fees amended 10/3/89, 11/19/91, 11/7/95, 8/21/97, 5/6/99, 5/17/01, 10/04/01, 11/15/07, 06/18/09, 10/19/23

)

Impact Fees as of October 2023

Impact fees to be paid before issuance of a Certificate of Occupancy.
Impact fee authorization and details can be found in Section 2100 of the Brookline Zoning and Land Use Ordinance.
Impact fees are detailed in Appendix I of the Subdivision Regulations.

Type of fee	Fees
Ambulance	\$222.14
Brookline Schools	\$1,304.24
Coop District (MS)	\$1,843.47
Police Station	345.83
	\$3,715.68
	Per dwelling unit

Subdivision Applications

APPLICATION FOR PRELIMINARY CONCEPTUAL CONSULTATION PHASE

Case # _____ Date _____

Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

I respectfully request a meeting with the Brookline Planning Board to discuss in general terms the Board's subdivision regulations and how they pertain to a potential subdivision I am considering. I understand that this discussion, by law, can only be conceptual in nature and that the proposal can only be discussed in general terms. Such consultation shall not bind either myself or the Planning Board, and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

I also understand that this meeting is informal in nature and is separate and apart from subdivision consideration, and that the time limits for Planning Board action provided in NH R.S.A. 676:4(I)(c) as amended, do not apply.

Signed _____

Date _____

APPLICATION FOR DESIGN REVIEW PHASE

Case # _____ Date _____

Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

Name of Agent _____

Address of Agent _____

The names and addresses of abutters (as defined by NH R.S.A. 672:3) on three (3) sets of adhesive labels need to be attached with this application.

I respectfully request a meeting with the Brookline Planning Board to discuss a preliminary layout of the above proposed subdivision. I understand that the Planning Board must have this application on file fifteen (15) days prior to a regularly scheduled meeting of the Brookline Planning Board in order to provide adequate time to notify abutters as required by NH R.S.A. 676:4 (I)(d) and the Brookline subdivision regulations. Such consultation shall not bind either myself or the Planning Board, and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

I also understand that this meeting is informal in nature and is separate and apart from formal subdivision consideration, and that the time limits for Planning Board action provided in NH R.S.A. 676:4(I)(c) as amended, do not apply.

Signed _____

Date _____

APPLICATION FOR SUBDIVISION APPROVAL

File Number _____

Name and Address of Applicant _____

Name of Subdivision _____

Location _____ Tax Map Number _____ Parcel _____

Name and Address of Surveyor _____

Name and Addresses of all persons with 10% or more interest

Names and Addresses of abutters as defined by NH R.S.A. 672.3, as amended _____

Total Acreage _____ Number of Proposed Lots _____

The undersigned subdivider hereby submits to the Brookline Planning Board on _____, 20____, a Completed Application as required by the Brookline Planning Board subdivision regulations and respectfully requests its approval of said Application. In consideration for approval and the privileges occurring thereto, the Applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat of re-subdivision is submitted to and approved by the Board.
6. To agree to pay for all engineering studies and reviews contracted for by the Town (5/9/89).

The undersigned subdivider understands that the Brookline Planning Board must have on file a Completed Application as outlined in its subdivision regulations thirty (30) days prior to a regularly scheduled meeting of the Board and that once the Board accepts the Completed Application at a regularly scheduled meeting, it has sixty-five (65) days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with New Hampshire R.S.A. 676:4 (I)(f), as amended.

I do hereby designate: _____

Name _____

Address _____

Town _____ Zip Code _____

Phone Number _____ Fax _____

Email Address _____

as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of this agreement.

Signed _____
(Applicant)

Date _____

FOR PLANNING BOARD USE ONLY:

Date completed application filed: _____

Date Fees paid: _____

Date of Notices to abutters: _____

Date completed application accepted/rejected: _____

Date of Public Hearing: _____

Date of Final Plat approval/disapproval: _____

CHECKLIST FOR SUBDIVISION REVIEW

This checklist is to be used as a guide for complying with the Town of Brookline's subdivisions site plan review regulations. It is to be used for each individual subdivision site plan review application submitted.

The following information shall be required for a **completed application**. (Section 4.6.06 of the regulations) The information with an asterisk (*) next to it is also recommended for the design review phase. All references are to the current Brookline subdivision regulations.

Y N NA

- Eight (8) (black) print copies *and one printable 11"x17" electronic .pdf format* prepared by a registered land surveyor. [4.6.05](*) (08/02/2012)
- Scale is not more than one hundred (100) feet per inch. [4.6.05](*)
- Parcel tax lot number and total acreage. [4.6.05a, 4.6.06f](*)
- Name of the subdivision.[4.6.05a](*)
- Name and address of the owner of record.[4.6.05a](*)
- Name and address of the subdivider and designer.[4.6.05a](*)
- Names and addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board.
- Boundaries of zoning districts lying within the subdivision and any municipal boundaries.[4.6.05g](*)
- Location or "locus" map at the scale of the municipal base map.[4.6.05h](*)
- Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the **Revision Block**. The Revision Block is to be placed on the Mylar original(s) of the revised sheet(s). Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.(*)
- Topography for site with the contour interval not to exceed five (5) feet.[4.6.05j, 4.6.06k](*)

Abutting Property Information

- The names and addresses of all abutting property owners (with three sets of labels) as indicated in the Town records not more than five (5) days before the date of filing.[4.6.05b](*)
- Name(s) and location(s) of abutting subdivisions.[4.6.05b](*)
- Name(s) and location(s) of abutting streets, easements, and alleys within one hundred (100) feet of the parcel to be subdivided.[4.6.05b,d,e](*)
- Name(s) and location(s) of abutting parks and open space.[4.6.05e](*)
- Location of existing abutting buildings.[4.6.05b](*)
- Location of existing abutting water supply wells or springs.[4.6.05b](*)

- Location of existing abutting septic system leach field(s).[4.6.05b](*)
- Road and/or driveway intersection(s) within two hundred (200) feet of property lines.[4.6.05b](*)
- Fees paid to secretary.[3.1.13](*)
- Properly completed application form. [Entire Appendix C](*)

Existing Property Information

- Location of property lines, dimensions and bearings and lot areas, and the source of that information.(*)
- Location and dimensions of all easements.[4.6.05e](*)
- Location and dimensions of all buildings.[4.6.05c](*)
- Location of all building setback lines.[4.6.05e](*)
- Location of electric or other utilities, both for existing and proposed subdivision property with letter of intent from utilities companies.[4.6.05f] (08/02/2012)
- High Intensity Soil Survey.[4.6.05k](9/7/93)
- Watershed areas and drainage computations.[4.6.05l](*)
- Location, name, and widths of streets with their grades, profiles, both existing and proposed. Design criteria for proposed roads also need to be shown.[4.6.05m](*)
- Location of fire ponds and fire protection drafting sites, if any.[4.6.05n](*) (11/15/07)
- Access for fire fighting apparatus.[4.6.05o](*)
- Wet areas as defined by the Wet Lands Ordinance, in square feet of wet and non-wet.[4.6.05p](*)
- A letter stating the proposed disposal of tree stumps. If they are to be disposed of on-site, areas shall be shown on the plat.[4.6.05q](*)
- Location of soil test pits and accompanying test pit and perc test data.[4.6.05r](*)
- Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), permits received from SFHA and NFIP. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) so as to allow determination that (i) all such proposals are consistent with the need to minimize flood damage (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage and (iii) adequate drainage is provided so as to reduce exposure to flood hazards. [4.6.05s](*) (8/21/97) (11/15/07)
- Base Flood Elevation (BFE) data for subdivisions greater than fifty (50) lots or five (5) acres, whichever is lesser. [4.6.05s](*) (8/21/97)
- Location and size of the area considered necessary for septic leach fields and any proposed connections of alternative means for disposal of sewage. [4.6.05t](*)
- Number of lots to be created.[4.6.05u](*)

- Magnetic and true north point.[4.6.05v](*)
 - Eight (8) blue (black) print copies *and one printable 11"x17" electronic .pdf format* of the Final Plat.[4.6.06] (08/02/2012)
 - One (1) permanent, reproducible mylar copy suitable for recording.[4.6.06]
 - Name and seal of the engineer and land surveyor registered with the State of New Hampshire.[4.6.06b]
 - Final disposition of land into lots, streets, open spaces, drainage courses and any easements running with the land.[4.6.06c]
 - Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line and to reproduce such lines on the ground. Dimensions shall be shown to hundredths of a foot and bearings to the nearest second. The error of closure shall not exceed 1 to 10,000.[4.6.06d]
 - Stations, radii, curve data and paving widths for proposed streets. [4.6.06e]
 - Lot dimensions, area in square feet and acres, street numbers for the lots as determined by the Brookline Emergency Management Director.[4.6.06f] (8/21/97) (08/02/2012)
 - Location and engineering design calculations for culverts, drainage requirements and connection of alternative means to provide water supply and disposal of surface drainage.
 - Location of all parcels of land to be dedicated to public use, the conditions of such dedication, and a copy of applicable deed restrictions.
 - Proposed twenty-five (25) year storm drainage accompanied by a drainage analysis map and computations for the entire watershed area.[4.6.06m] (5/6/99)
 - 75 foot well radii [4.6.06o] (11/19/91).
 - If the subdivision abuts a State Highway, or if a proposed street intersects a State Highway, a driveway permit from the NH Department of Transportation approving said access.[4.6.06q] (8/21/97)
 - Plan and profile for common driveways (Added August, 2003)
 - Building Inspector review (Added June, 2003)
 - Determination of off-site improvements by the Planning Board based on a special study or letter from the DPW Director. The Planning Board needs to send a letter to the Selectmen on recommendation prior to final action on the plan. (Added April, 2004)
-

- The Final plat shall contain a volume and page reference sufficient to indicate the subdivider's derivation of title in the event only one parent tract is involved, and if the subdivision constitutes an assemblage of several tracts, the plat shall contain a title reference of each and indicate where each of the lots shall be numbered so as to coincide with the Town of Brookline Tax Map numbers. [4.6.06r]
- Copies of all applicable approvals and permits [4.6.06s] (8/21/97) (08/02/2012)
 - NHWSPC # _____
 - NH Site Specific # _____
 - NH Dredge & fill # _____
 - Army Corp. Dredge & Fill # _____
 - NH DOT Curb Cut # _____
- All final permit numbers and written decisions including conditions of approval and **requirement for streetlights (at the sole cost of the developer) noted on the final plat.** [4.6.05t] [5.3.01] (8/21/97) (08/02/2012)
- School bus stops and areas shown on plans. The Brookline School Board should be contacted for assistance. [4.6.06p] (9/7/93)
- Open Space determination made.
- All engineer prints shall be done by a qualified, registered engineer by the State of New Hampshire and have his seal affixed to each sheet. [4.6.06u]
- A statement of off-site improvements requested, based on a meeting with the Selectmen. [4.6.06v]
- Separate, permanent, reproducible sheets (24" x 36") with three (3) prints thereof, **for each street or way within the subdivision.** Plan view and profile of the street is to be at a horizontal scale of forty (40) feet per inch and at a vertical scale of four (4) feet per inch. Profile shall also show this size, elevation, and location of existing and proposed storm drains and shall extend on hundred (100) feet into adjacent land. The plan is to show street dimensions, bearings, curve lengths, center line stationing, proposed bound location, lot numbers, radii, curve data paving widths, and the location of all existing and proposed utilities.
- A check payable to the Town of Brookline to cover filing fees, mailing, advertising, recording, special investigative and consulting studies, and other costs.[4.6.06w]
- A traffic study, if required by the Board. [4.6.06x] (5/9/89)
- A fiscal impact analysis, if required by the Board [4.6.06y], (5/9/89).
- Payment of a fee to update the Town's computerized parcel map as specified in Appendix B. [4.6.06z] (8/21/97)
- All necessary and/or required legal data in form and substance as approved by town Counsel prior to the approval of the final plan [4.7] (08/02/2012)
- Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.

Site Plan Approval Applications

APPLICATION FOR PRELIMINARY CONCEPTUAL CONSULTATION PHASE

Case # _____ Date _____

Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

I respectfully request a meeting with the Brookline Planning Board to discuss in general terms the Board's site plan regulations and how they pertain to a potential site plan I am considering. I understand that this discussion, by law, can only be conceptual in nature and that the proposal can only be discussed in general terms. Such consultation shall not bind either myself or the Planning Board, and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

I also understand that this meeting is informal in nature and is separate and apart from formal site plan consideration.

Signed _____

Date _____

APPLICATION FOR DESIGN REVIEW PHASE

Case # _____ Date _____

Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

Name of Agent _____

Address of Agent _____

Name of Site Plan _____

The names and addresses of abutters (as defined by NH RSA 672:3) on three (3) sets of adhesive labels need to be attached with this application.

I respectfully request a meeting with the Brookline Planning Board to discuss a preliminary layout of the above proposed site plan. I understand that the Planning Board must have this application on file fifteen (15) days prior to a regularly scheduled meeting of the Brookline Planning Board in order to provide adequate time to notify abutters as required by NH RSA 676:4 (I) (d) and the Brookline Site Plan Regulations. Such consultation shall not bind either myself or the Planning Board, and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

I also understand that this meeting is informal in nature and is separate and apart from formal site plan consideration.

Signed _____

Date _____

APPLICATION FOR SITE PLAN APPROVAL

File Number _____

Name and Address of Applicant: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Name of Site plan: _____

Location: _____ Tax Map #: _____ Parcel #: _____

Name and Address of Surveyor: _____

Name and Addresses of all persons with 10% or more interest:

Names and addresses of abutters as defined by N.H. R.S.A. 672:3

Total Acreage: _____

The undersigned hereby submits to the Brookline Planning Board on _____, 20____, a Completed Application as required by the Brookline Planning Board Site Plan Regulations and respectfully requests its approval of said Application. In consideration for approval and the privileges occurring thereto, the Applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or rights-of -way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
6. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat submitted to and approved by the Board.
6. To agree to pay for all engineering studies and reviews contracted for by the Town (5/9/89).

The undersigned subdivider understands that the Brookline Planning Board must have on file a Completed Application as outlined in its site plan regulations thirty (30) days prior to a regularly scheduled meeting of the Board and that once the Board accepts the Completed Application at a regularly scheduled meeting, it has sixty-five (65) days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with New Hampshire RSA 676:4 (I)(f), as amended.

I do hereby designate:

Name: _____

Address: _____

Town: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of this agreement.

Signed: _____
(Applicant)

Date _____

FOR PLANNING BOARD USE ONLY:

Date completed application filed: _____

Date Fees paid: _____

Date of Notices to abutters: _____

Date completed application accepted/rejected: _____

Date of Public Hearing: _____

Date of Application / Final Plat approval/disapproval: _____

All other Applications

APPLICATION FOR EARTH EXCAVATION PERMIT

Name of Property Owner(s): _____

Mailing Address: _____

Signature of Owner(s): _____ Date Signed: _____

Telephone Number(s): (Day): _____ (Night) : _____ Email: _____

Name of Owner's Designee/Agent: _____
(A notarized letter required indicating assigned agent, agents address, telephone numbers and the amount of authority given.)

Name of Person Actually Doing the Excavating: _____ Phone: _____

Location of Proposed and/or Existing Excavation: _____

Tax Map #: _____ Lot #: _____ Zoning District(s): _____

Type of Operation: _____

Reason for: [] New Excavation Site [] Permit Expired [] Exception [] Amendment
Application RSA 155-E:3 155-E:8 155-E:5-b 155-E:6

Required Submission Items as Applicable:

1. Detailed Excavation and Reclamation Plans.
2. Name, Address, Telephone and License # of Engineer or Surveyor that Prepared Plans.
3. Complete List of Abutters and Addresses.
4. Evidence of the Ability to Provide a Bond or Other Surety for Reclamation.
5. Test Pit Results.
6. All Local, State and/or Federal Permits and Approvals.
7. Application Fees.

Date Application Received by Town: _____ Received by: _____

Date Application Sent to Conservation Commission by Applicant: _____

Application Determined to be Complete: [] YES [] NO Date: _____

Chairman Secretary

COMMENTS: _____

LIST OF ABUTTERS

(To be attached and submitted with excavation application. Use additional sheets if necessary.)

Name of Property Owner(s) _____ Tax Map # _____ Lot # _____

Owner Address _____

Owner Email Address _____

Name of Agent/Designee: _____

Agent/Designee Email Address _____

Abutter means any person whose property is located in Brookline or adjoining towns, and adjoins or is directly across the street or stream from the land under consideration by the Planning Board. For purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by any proposal under consideration. For purposes of receipt of modification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII.

1. Name _____ Tax Map # _____ Lot # _____
Address _____ Zip Code _____
2. Name _____ Tax Map # _____ Lot # _____
Address _____ Zip Code _____
3. Name _____ Tax Map # _____ Lot # _____
Address _____ Zip Code _____
4. Name _____ Tax Map # _____ Lot # _____
Address _____ Zip Code _____
5. Name _____ Tax Map # _____ Lot # _____
Address _____ Zip Code _____
6. Name _____ Tax Map # _____ Lot # _____
Address _____ Zip Code _____
7. Name _____ Tax Map # _____ Lot # _____
Address _____ Zip Code _____

EXCAVATION FEES

APPLICATION FEE:

Application Review:

\$20 (twenty) Application Fee \$ _____

\$50 (fifty) Initial Review Fee \$ _____

Notification Fee

Postage Cost plus \$2.00, per abutter \$ _____

TOTAL \$ _____

Payable to: Town of Brookline

Other Fees – Billed separately when applicable, based on time spent for reviews and inspections:

- Nashua Regional Planning Commission
- Town Planner
- Town Counsel Review
- Road Inspector
- Site Inspection
- Town Engineer
- Other Consulting
- Recording of plat or legal documents - \$25.00 (twenty five) per document. Payable to Hillsborough County Treasurer

CONDITIONAL USE PERMIT APPLICATION - 1609.00

This application must be submitted to the Planning Board Secretary /Town Planner at least 30 days prior to the date of the Planning Board meeting at which the applicant wishes to appear.
(Section 3.2 of the Site Plan Regulations, Submission Procedure)

Map/Lot# _____ Zone _____ Date _____

Applicant Name _____ Phone # _____

Applicant E-Mail _____

Applicant Address _____

Location of Activity _____

Property Owner Name & Address _____

Owner(s) Signature _____ Date _____

Applicant(s) Signature _____ Date _____

Signatures of both owner and applicant are required.

You must include at least the following information with this application and submit 4 complete copies:

- **Rendering of proposed sign and its supporting structure (including the building for a wall sign)**
- **Photograph of sign location**
- **Completed waiver request form, if one or more waivers are requested.**
- **Dimensions of proposed sign**
- **Color(s) of proposed sign**
- **Detailed location such as a copy of the site plan showing the proposed location**
- **Manner of lighting (must comply with all town regulations and ordinances).**

Fees for Conditional Use Permit application (sign)

Application fee \$ 20.00

Application Review fee \$50.00

Notice per abutter by certified mail \$2.00 plus postage cost

Other fees – Billed separately when applicable, based on the time spent for review, inspections and meeting attendance by the Town Planner, Town Engineer, and Town Counsel.

***Abutters list: List of names and addresses of abutters; 3 sets of Avery 5160 address labels with names and addresses of abutters (to address envelopes). Abutters include owner and applicant if not the same.**

Payment Amount _____ Received by _____ Date _____

WAIVER REQUEST FORM – CONDITIONAL USE PERMIT APPLICATION -1610.00

Lot Number _____

Date: _____ Meeting Date: _____

Applicant: _____

Address: _____

Owner of Property: _____

What provision of the Site Plan, Subdivision or Excavation Regulations are you asking to be waived?

Conditional Use requires meeting the standard as set in section 1602.00. Please state the reasons your request should be approved:

Note: This application is not acceptable unless all required statements have been made. Additional information may be supplied on separate pages if the space provided is inadequate.

The use is specifically authorized in the Ordinance as a conditional use because:

The development in its proposed location will comply with all requirements of this section, and with the specific conditions or standards established in this Ordinance for the particular use because:

The use will be compatible with the neighborhood and with adjoining or abutting uses in the area in which it is to be located because:

The use will not have a substantial adverse impact on vehicular or pedestrian safety because:

The use will not have a substantial adverse impact on the appearance and visual quality of the surrounding neighborhood. In evaluating visual impact, the Planning Board may consider architectural and design elements because:

The use will be adequately serviced by necessary public utilities and by community facilities and services of a sufficient capacity to ensure the proper operation of the proposed use because:

Applicant _____ Date _____

(Signature)

DRIVEWAY PERMIT APPLICATION

Application Date: _____

Permit Number: _____

Lot Number: _____

Subdivision (if applicable): _____

Owner (or applicant): _____

Address of Applicant: _____

Phone Number of Applicant: _____

Street Address of Driveway: _____

-
-
- 1) The driveway will be inspected by the Driveway Inspector, who will ensure that the driveway is in compliance with Section 7 of the Brookline Subdivision Regulations.
 - 2) The fee for a driveway permit, as established by the Brookline Selectboard. I have submitted this fee.
 - 3) Any necessary State permits such as Wetlands, Timber Cutting, and Curb Cut permits have already been obtained. Curb cuts need to be shown on the subdivision plans.
 - 4) On any paved road, the driveway needs to be paved 15 feet from the edge of the road, or from the road to the property line, whichever distance is smaller, to encourage proper drainage and sedimentation & erosion control. This paving is required unless other specifications are made by the Department of Public Works Director as per Section 1800 of the Zoning Ordinance.

I have read and understand the above and Section 7 and Section 1800 (attached) which pertain to driveways. The driveway that I propose is in compliance with those regulations.

Signature of Applicant: _____

Fee Paid: _____ (Date) CASH
 CHECK # _____

APPLICATION FOR DESIGN REVIEW PHASE
Home Business

Case # _____ Date _____

Name _____

Address _____

Telephone _____ Fax _____

Email Address _____

Name of Agent _____

Address of Agent _____

Name of Site Plan _____

The names and addresses of abutters (as defined by NH RSA 672:3) on three (3) sets of adhesive labels need to be attached with this application.

I respectfully request a meeting with the Brookline Planning Board to discuss a preliminary layout of the above proposed site plan. I understand that the Planning Board must have this application on file fifteen (15) days prior to a regularly scheduled meeting of the Brookline Planning Board in order to provide adequate time to notify abutters as required by NH RSA 676:4 (I) (d) and the Brookline Site Plan Regulations. Such consultation shall not bind either myself or the Planning Board, and statements made by Planning Board members shall not be the basis for disqualifying said members or invalidating any action taken.

I also understand that this meeting is informal in nature and is separate and apart from formal site plan consideration.

Signed _____

Date _____

APPLICATION FOR SITE PLAN APPROVAL

Home Business

File Number _____

Name and Address of Applicant: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Name of Site plan: _____

Location: _____ Tax Map #: _____ Parcel #: _____

Name and Address of Surveyor: _____

Name and Addresses of all persons with 10% or more interest:

Names and addresses of abutters as defined by N.H. R.S.A. 672:3

Total Acreage: _____

The undersigned hereby submits to the Brookline Planning Board on _____, 20____, a Completed Application as required by the Brookline Planning Board Site Plan Regulations and respectfully requests its approval of said Application. In consideration for approval and the privileges occurring thereto, the Applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or rights-of -way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
6. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat submitted to and approved by the Board.
6. To agree to pay for all engineering studies and reviews contracted for by the Town (5/9/89).

The undersigned hereby understands that the Brookline Planning Board must have on file a Completed Application as outlined in its site plan regulations thirty (30) days prior to a regularly scheduled meeting of the Board and that once the Board accepts the Completed Application at a regularly scheduled meeting, it has sixty-five (65) days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with New Hampshire RSA 676:4 (I)(f), as amended.

I do hereby designate:

Name: _____

Address: _____

Town: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of this agreement.

Signed: _____
(Applicant)

Date _____

FOR PLANNING BOARD USE ONLY:

Date completed application filed: _____

Date Fees paid: _____

Date of Notices to abutters: _____

Date completed application accepted/rejected: _____

Date of Public Hearing: _____

Date of Application / Final Plat approval/disapproval: _____

B-1: HOME BUSINESS CHECKLIST

A formal application for a home business shall contain at least the following exhibits and information. The number in parenthesis is the applicable section number of these regulations.

Y N NA

- a. A fully completed application for site plan review and fee payment (6.2.A a.).
- b. Four copies of the sketch plan for the site, which may or may not be prepared by a registered professional, showing the following: (6.2.A b.)
 - i. name and address of the owner of record and name of the applicant, if not the owner; (6.2.A b (i))
 - ii. The tax map lot number and general location of the site within the Town; (6.2.A b (ii))
 - iii. Scale of the plan, north arrow, and date the plan was first drafted; (6.2.A b (iii))
 - iv. A description of the proposed home business and its location within the structure/site, along with interior floor plan with dimensions and the estimated square footage devoted to the home business; (6.2.A b (iv))
 - v. Total area and dimensions of the parcel and street frontage; (6.2.A b (v))
 - vi. Location of the required setbacks; (6.2.A b (vi))
 - vii. Location and dimensions of existing and proposed buildings and structures, driveways, sidewalks, and parking spaces; (6.2.A b (vii))
 - viii. Location, height, size, and character of all signs and exterior lighting related to the home business; (6.2.A b (viii))
 - ix. Names, addresses, & tax map lot numbers of all abutting property owners; (6.2.A b (ix))
 - x. location of all buildings within fifty (50) feet and existing roads and driveways within two hundred (200) feet of the parcel; (6.2.A b (x))
 - xi. The total number of employees broken down by occupant and non-occupant of the dwelling; (6.2.A b (xi))
 - xii. The estimated number of vehicle trips per day generated by the proposed home business; (6.2.A b (xii))
 - xiii. Proposed hours of operation; (6.2.A b (xiii))
 - xiv. Location & amount of interior storage of all business-related material; (6.2.A b (xiv))
 - xv. A Planning Board signature block; (6.2.A b (xv))
 - xvi. Copies of all applicable State approvals and permits for activities including septic expansion; alteration of wetlands; and new driveways and curb cuts; 6.2.A b (xvi))

Y N NA

- xvii. Any other information felt necessary by the Planning Board to make an informed decision.
(6.2.A b (xvii))
- xviii. One copy of the approved septic plan for the site or a site assessment form displayed
in Appendix H (6.2.A c).
- xix. Building Inspector & Health Officer review and/or comments (June, 2003) (04/17/2008)
- xx. Fire Department inspection (04/21/2016)